

Filing Cabinets
3-3-2
HM - ☐
4 February 1965

STAT

RECORDS AND CORRESPONDENCE

ELIMINATION OF INACTIVE RECORDS

1. The President directed the General Services Administration to reduce Federal expenditures for acquisition of office furniture and typewriters and declared a moratorium on purchases of correspondence filing cabinets. GSA Regulation A-2 requests all agencies to implement the program. It is our policy to comply with the intent of the regulation.
2. I do not believe that this moratorium will impose any undue burden on us or interfere with our operations if we continue with our active records management program. To implement the program I propose that:
 - a. We will construe correspondence filing cabinets to include insulated and non-insulated safes.
 - b. Requisitions for standard filing equipment will continue to be processed as outlined in HB ☐ Standardization and Use of Filing Equipment and Supplies; in addition, a justification approved by the Administrative Officer and the Area Records Officer is required. (HR ☐)
 - c. Requisitions for all specialty filing equipment will continue to require approval of the Records Administration Staff in addition to the justification and approval of the component Records Officer.
3. The President believes that the accelerated disposal or retirement of inactive records can substantially reduce new purchases of filing cabinets. I recommend that we capitalize on the opportunity to revitalize our records disposition program and to use substitutes for file cabinets as far as practicable. We can:

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- a. Eliminate inactive records by destruction in the office or by transfer to the Records Center in accordance with the authorized Records Control Schedules.
 - b. Encourage the use of shelf filing to a greater degree (this saves about 40% in office space).
 - c. Review existing Records Control Schedules to reduce retention periods to a minimum.
 - d. Initiate a File Clean-up Campaign to rid the office of surplus equipment, supplies, and records. (A recent campaign in one of our major offices resulted in destruction of 1,620 cubic feet of records, retirement of 735 cubic feet to the Records Center, and the return to stock of 38 pieces of equipment valued at \$29,450).
4. The Executive Director-Comptroller, Heads of Independent Offices and the Deputy Directors are responsible for the program within their respective areas. The Records Administration Officer will provide guidance and staff assistance where required. This will be a continuing program and GSA will report regularly to the President on the progress. Results of our efforts should be reported periodically to the Deputy Director for Support. An initial report, however, should be submitted by 15 April.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director For
Support

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R.S.